

§175-32C Sketch Plan Subdivision Checklist

Note: We recommend that this checklist be included with the submittal of the plan. A written explanation for any omissions from these submission requirements should be included if any box for applicant's initials is blank.

Applicant: _____

Description of Land: _____

Type of Development: Cluster _____ Conventional _____ DSPB _____ Special Res. _____

Date of Application: _____

Reference	Information Required	Applicant's Initials	Staff Initials
SKETCH PLAN			
§175-11D(5)(a)	Site Analysis Map		
§175-11D(5)(b)	Locus-context Map		
§175-11D(5)(c)	Property Rights and Dimensional Standards Plan		
§175-11D(5)(d)	Site Construction Plan		
§175-11D(5)(e)	Table of Development Data (see section below if the proposed development will require the issuance of a special permit with site plan review)		
§175-11D(5)(f)	Outline of any of the documents or exhibits mentioned in §175-11C.		
§175-11D(5)(g)	Calculation of Maximum Development, (Zoning By-Law, §135-48D)		
IF THE PROPOSED DEVELOPMENT WILL REQUIRE THE ISSUANCE OF A SPECIAL PERMIT WITH SITE PLAN REVIEW FROM THE PLANNING BOARD			
§135-62C(2)	If the development tract meets the zoning requirements for minimum area (see Zoning By-Law line 1 of the table following §135-45) of the tract and number of dwelling units (three): an applicant for a conventional subdivision should investigate and submit a sketch of a cluster development.		
§135-62C(3)	<p>If a cluster subdivision, special residential development, or development with significant public benefit is proposed:</p> <ol style="list-style-type: none"> 1. a CALCULATION OF DEVELOPMENT as required by subparagraphs §135-48C and §135-48D of the Zoning By-Law; 2. a written narrative describing how the proposed plan meets the requirements in the following paragraphs of the Zoning By-Law: <ul style="list-style-type: none"> - §135-44 Objectives, - §135-48B Objectives, - §135-48E Criteria for Approval, and - give examples of the benefits listed in §135-49D(1)¹; 3. a calculation of the area covered with impervious surface and the impervious surface ratio. <p>THE APPLICANT SHOULD ALSO REVIEW THE PLANNING BOARD'S "GUIDELINES FOR CLUSTER DEVELOPMENT"</p>		

¹ The reference to §135-49D(1) is to provide the applicant with a list of the types of public benefits but does not mean that an applicant must apply for an increase in the maximum development potential permitted by §135-49. Please note the preference in §135-49D(2) for improvements that benefit the adjacent neighborhood and the site and the requirement in §135-49D(3) that **required** improvements do not qualify as benefits.

Reference	Information Required	Applicant's Initials	Staff Initials
§135-62C(3)	<p>If a conventional subdivision is proposed: a delineation of the wetlands and developable site area on <u>each lot</u> and a calculation sufficient to show compliance with paragraph §135-36C' of the Zoning By-Law.</p> <p>Note: that calculation may be based on an estimate of the wetlands unless the note in paragraph §175-11D(5)(e) of the Development Regulations applies.</p>		
GENERAL REQUIREMENTS			
§175-32E(2)(b)	A Form B		
§175-12D(7)	Fee		
§175-12B(4)	8 black line or ozalid prints.		
§175-10A	Sheet size maximum = 36" by 24".		
§175-10B	Scale 1"= '. Is it a common engineering scale? (y / n)		
§175-10D	Signature of all property owners on Form B application (if not applicant).		
§175-9D	<p>If applicant is not owner: is written statement of nature of applicant's interest in property included with application? (y / n)</p>		
§175-9D	<p>If applicant is a corporation: 1. are corporate documents submitted? (y / n) 2. is applicant authorized to enter into agreements on behalf of the corporation? (y / n)</p>		
§175-9E	Does applicant have (or will obtain) necessary rights to perform work in land of others shown on plan? (y / n)		
§175-11D(2)	Alternative concepts that may have been considered in the developing the plan for the site. When the applicant is still evaluating choices, the Board welcomes submittal of alternative designs.		
§175-10C GENERAL INFORMATION ON EACH SHEET OF PLAN			
§175-10C(1)	Title block.		
§175-10C(2)	Name of the applicant, and the property owner if not the same.		
§175-10C(3)	Name and address of all of the landscape architects, engineers, or land surveyors responsible for the preparation of each sheet.		
§175-10C(4)	Title for each sheet and a number for each sheet - with sheets consecutively numbered.		
§175-10C(5)	Visual scale, and a north arrow.		
§175-10C(6)	Date of original preparation and the date of each of any subsequent revisions, with the revisions noted.		
§175-10C(7)	If applicable, space for endorsement by the Planning Board, with room for the signature of each member, and the date of the endorsement below the signatures.		
§175-10C(8)	If applicable, reference to a certificate of action or a special permit with site plan review, a covenant and the date of those actions.		
§175-10C(9)	If applicable, space for the Town Clerk's certificate of no appeal and the date of that certification below the space for the Clerk's signature.		
§175-10C(10)	Legend.		